

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

CORRECTIONS INTERNAL AFFAIRS OFFICER

JOB DESCRIPTION

Employees in this job conduct and direct a variety of investigations in the correctional facilities or other Department of Corrections offices that may involve violations of facility or departmental rules, regulations, policies, or violations of law on the part of prisoners, staff, or visitors.

There are two classifications in this job.

Position Code Title – Corrections Internal Affairs Officer-E

Corrections Internal Affairs Officer P11

This is the experienced level. The employee performs a full range of professional corrections internal affairs officer assignments in a full functioning capacity. Considerable independent judgement is required to determine the existence of a criminal or administrative violation through the systematic search for evidence through physical evidence, interviewing witnesses, and the use of other sources of information. Independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title – Corrections Internal Affairs Officer-A

Corrections Internal Affairs Officer 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level employees are responsible for overseeing the work assignments of other professionals or have regular assignments that have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level in the series.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Conducts investigations into allegations of improper conduct that would constitute a violation of work rules or a violation of law to obtain evidence necessary to affirm or dispel the allegations of improper or illegal activity.

Interviews and/or interrogates witnesses, suspects, victims, and others, both cooperative and hostile, to obtain information relevant to the investigation.

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Searches for evidence in a systematic manner and determines the existence of a criminal or administrative violation using investigative methods and techniques.

May examine crime scenes to gather physical evidence and other information relevant to the investigation.

May coordinate investigations with state, federal and local law enforcement agencies.

Prepares and maintains complete records of the history of each case being investigated, preparing comprehensive documentation for the department and the appropriate Executive Policy Team members with recommendations for the disposition of the investigation and disciplinary process.

Assists prosecuting attorneys and the Office of the Attorney General in the preparation of cases, presentation of evidence, and the provision of testimony regarding violations.

Presents evidence and investigative findings during disciplinary hearings, unemployment hearings, and court examinations and trials for employee misconduct and violations of law.

Works with probation officers in criminal cases where a pre-sentence report is required by the court.

Periodically reviews completed investigations conducted at the facility level to ensure thoroughness and accuracy.

Coordinates and schedules all Michigan State Police K-9 drug searches within the department.

Meets routinely with the section manager and the office administrator to discuss cases and may meet with the Director and other executive management.

Responds to emergency requests for drug search intervention on a 24 hour, seven day a week basis.

Practices, trains and qualifies annually with a firearm on a voluntary basis.

May perform related essential functions appropriate to the classification and other non-essential functions as required.

Additional Job Duties

Corrections Internal Affairs Officer 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

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Corrections Internal Affairs Officer 12 (Senior Worker)

Performs on a regular basis professional corrections internal affairs officer assignments that are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the experienced level and thorough knowledge is required at the advanced level.

Knowledge of investigative methods and techniques.

Knowledge of interviewing and interrogation techniques.

Knowledge of general criminal law and law enforcement.

Knowledge of departmental rules, regulations, and policies.

Knowledge of controlled substances and the laws governing them.

Knowledge of the rules of evidence and other standards governing the use of evidence in both the criminal justice and administrative hearing systems.

Knowledge of appropriate court decisions.

Knowledge of collective bargaining agreements and personnel directives.

Knowledge of forensic tests available to the investigator.

Knowledge of word processing and the use of computers.

Ability to gather evidence from a variety of sources, to organize and analyze the evidence, and to draw conclusions from it.

Ability to type using a word processor or other computer equipment.

Ability to produce comprehensive written reports.

Ability to interact and effectively communicate with a broad range of individuals having greatly differing education levels, social-economic levels, and communication abilities.

Ability to gather relevant information under difficult circumstances, and to maintain composure during stressful situations.

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Ability to read, learn, and interpret complex written laws, rules, regulations, and policies.

Ability to deal effectively with potentially hostile or dangerous persons and situations.

Ability to provide verbal and/or written testimony in court or in administrative hearings.

Ability to maintain confidentiality in all investigations.

Additional Knowledge, Skills, and Abilities

Corrections Internal Affairs Officer 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

The job requires considerable travel by automobile.

The job duties require the ability to demonstrate proficiency with a firearm.

The employee may work in an extremely uncomfortable environment that involves some face-to-face contact with prisoners.

The job duties require the ability to operate a motor vehicle and travel.

The job may require the employee to work in a hostile environment encountering adversarial situations.

The job requires direct contact with prisoners in correctional facilities.

Physical Requirements

The job duties require an employee to work under stressful conditions.

The job duties require an employee to be absent of any physical limitation, which would impair effective performance in the Department of Corrections.

Education

Possession of a bachelor's degree in any major.

Experience

Corrections Internal Affairs Officer P11

Two years of broad-based criminal investigative experience.

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Corrections Internal Affairs Officer 12

Three years of broad-based criminal investigative experience.

Special Requirements, Licenses, and Certifications

Willingness to submit to a thorough background investigation.

Absence of any physical limitation which would impair efficient performance of the essential job functions.

Absence of a criminal record or other circumstance which would prohibit the applicant from receiving, possessing, and carrying a firearm, or would prevent the applicant from obtaining a concealed weapons permit.

Possession of a valid Michigan motor vehicle operator's or chauffeur's license.

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of 1996.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

CORNAOFCR

Job Code Description

Corrections Internal Affairs Officer-E

Position Title

Corrections Internal Affairs Officer-E

Corrections Internal Affairs Officer-A

Position Code

CORNOFRE

CORNOFRA

Pay Schedule

NERE-175

NERE-180

ECP Group 2
Revised 7/9/2001
SJC/VLWT/KM/JBS/EF